

## APPENDIX A

### RECORDS, REPORTS, NOTIFICATIONS, & POSTED ITEMS

This document is not rule. Instead, it is a tool to help as a quick reference to some of the Child Care Licensing (CCL) rules. This document will be updated as needed, but at least once a year. For complete access to the rules and their interpretation, please go to <https://childcarelicensing.utah.gov/Rules.html>.

For CCL, all records must be kept on-site for at least six weeks or longer depending upon the action or event that is documented. Children's and personnel records must be current and kept on-site while the individual is involved with the program, and for six weeks after the individual leaves the program. The business license and other facility records, such as fire inspection reports, must be current and kept on-site for at least 6 weeks after their expiration dates. At least 12 months of fire and disaster drills must be kept on-site for review by CCL. Other agencies, such as the local health department, the food program, or the IRS, may require that records be kept for a longer period of time.

Records: Children		
Rule	Record	Requirement
90-6(10) - (11)	Admission & Health Assessment for each child including emergency medical treatment & emergency transportation releases	<ul style="list-style-type: none"> <li>• Obtain from parent before admission into program</li> <li>• Update annually</li> <li>• Keep on-site for CCL review</li> </ul>
90-6(12) - (13)	Immunization records for each infant, toddler & preschooler	<ul style="list-style-type: none"> <li>• Obtain before child's admission into program</li> <li>• Must be current</li> <li>• Keep on-site for CCL review</li> </ul>
90-11(6), (8)	Children's daily attendance including sign-in and signout records	<ul style="list-style-type: none"> <li>• Document daily</li> <li>• Keep 6-week record on-site for CCL review</li> </ul>
90-14(10), (14)	Incident, accident or injury involving child	<ul style="list-style-type: none"> <li>• Give written report to parent on day of occurrence</li> <li>• Keep 6-week record on-site for CCL review</li> </ul>
90-14(13)	Child received medical attention for injury while in care or for fatality	<ul style="list-style-type: none"> <li>• Notify CCL within next business day</li> <li>• Submit written report within 5 business days</li> </ul>

90-17(4)-(7)	Medication permission & instructions	Must be filled out and signed by child's parent before administering medication
90-17(9), (12)	Medication administration record	<ul style="list-style-type: none"> <li>• Complete immediately after administering medication</li> <li>• Keep 6-week record on-site for CCL review</li> </ul>
90-18(7), (8)	Parental permission for swimming & offsite activities	Obtain before each activity
90-18(9)	Written emergency information and releases	Must be with caregiver for each child on offsite activity
90-19(10)	Trampoline permission form	<ul style="list-style-type: none"> <li>• Signed by parent before child uses trampoline</li> <li>• Keep on-site for CCL review</li> </ul>
90-20(1)	Transportation permission form	<ul style="list-style-type: none"> <li>• Signed by parent</li> <li>• Keep on-site for CCL review</li> </ul>
90-20(4), (5)	Children's emergency contact information	Driver/caregiver must have for each child being transported
90-24(15)	Sleep equipment permission	<ul style="list-style-type: none"> <li>• Obtain written permission from parent before child sleeps in unsafe sleep equipment</li> <li>• Available for CCL review</li> </ul>
90-24(16)	Alternate sleep position documentation	From health care provider

Records: Personnel		
Rule	Record	Requirement
90-7(13), (14)	Preservice training documentation	Keep on-site for CCL review
90-7(15)-(17)	Annual training documentation	Keep on-site for CCL review
90-7(21)	Personnel Records <ul style="list-style-type: none"> <li>• Date of initial employment or association</li> <li>• First aid and CPR certification</li> <li>• Days and hours worked</li> </ul>	<ul style="list-style-type: none"> <li>• Keep on-site for CCL review</li> <li>• Days and hours worked kept for 6 weeks</li> </ul>
90-8(1) - (6)	<ul style="list-style-type: none"> <li>• Background check form &amp; fees for new covered individuals</li> </ul>	<ul style="list-style-type: none"> <li>• Submit to CCL</li> <li>• Individual must pass CCL background check</li> </ul>

	<ul style="list-style-type: none"> <li>• Fingerprints &amp; fees as required per rule</li> </ul>	before involvement with child care
90-20(4)	Current driver's license for each driver	<ul style="list-style-type: none"> <li>• Valid for the type of vehicle being driven</li> <li>• Carried with the driver</li> </ul>

Records: Facility		
Rules	Record	Requirement
90-14(1)	Emergency Preparedness, Response and Recovery Plan	<ul style="list-style-type: none"> <li>• Complete before beginning to provide for care</li> <li>• Reviewed and updated as needed</li> <li>• Available during business</li> </ul>
90-14(4)-(9)	Fire & disaster drills	<ul style="list-style-type: none"> <li>• Documentation contains all required information</li> <li>• 12-month record kept on-site for CCL review</li> </ul>
90-16(2)	Meal & snack menus if not on CACFP	<ul style="list-style-type: none"> <li>• Current Approval</li> <li>• Keep 6-week record on-site for CCL review</li> </ul>
90-21(8)-(9)	Animal vaccination records	<ul style="list-style-type: none"> <li>• Must be current</li> <li>• Keep onsite for CCL review</li> </ul>

Reports		
Rule	Report	Requirement
90-14(10) - (14)	Serious incident, accident or injury involving a child	<ul style="list-style-type: none"> <li>• Give written report to parent on day of occurrence</li> <li>• Keep 6-week record on-site for CCL review</li> </ul>
90-6(15)	Annual immunization report	<ul style="list-style-type: none"> <li>• Submit report to Immunization Program annually</li> <li>• Usually Oct 1-Nov 30</li> </ul>
90-14(15)-(16)	Emergency substitute background statement	<ul style="list-style-type: none"> <li>• Obtain before leaving children in care of the emergency substitute</li> <li>• Submit to CCL within 5 working days of occurrence</li> </ul>

Notifications		
Rule	Notification	Requirement
90-6(8)	Telephone number & contact information change	Notify CCL & parents within 48 hours of change
90-6(9)	Liability Insurance	Inform parents in writing if no liability insurance
90-8(14)	Arrest warrant, felony or misdemeanor arrest, charge, conviction, or supported LIS finding	Notify CCL within 48 hours of becoming aware of occurrence
90-9(6)	Lead-based paint testing	<ul style="list-style-type: none"> <li>• Contact local health department within 5 working days of discovery</li> <li>• Follow instructions for remediation</li> </ul>
90-12(2)	Behavioral expectations for children & how misbehavior will be handled	Inform children, parents & those who interact with children
90-12(6)	Child abuse, neglect, or exploitation	Notify CPS or law enforcement immediately upon witnessing or suspicion
90-14 (10)	Incident, accident, or injury involving a child	Written report on the day of the occurrence
90-14(11)	Serious, but not life-threatening injury involving a child	Contact parent of child immediately
90-14(12)	Life-threatening injury or injury that poses threat of loss of vision, hearing, or limb involving a child	<ul style="list-style-type: none"> <li>• Contact emergency personnel immediately</li> <li>• Contact parent after emergency personnel</li> <li>• Contact emergency contacts if parents cannot be reached</li> </ul>
90-14(13)	Child received medical attention for injury while in care or for fatality	<ul style="list-style-type: none"> <li>• Notify CCL within next business day</li> <li>• Submit written report within 5 business days</li> </ul>
90-15(20)	Child becomes ill while in care	<ul style="list-style-type: none"> <li>• Contact parent immediately</li> <li>• Contact emergency contacts if parents cannot be reached</li> </ul>
90-15 (21)	Staff member or child has infectious disease or parasite	Notify parents on day illness is discovered
90-15(22)	Child or employee with infectious or unusual disease or serious illness	Notify local health department on day of discovery

90-17(10)	Child's adverse reaction to medication or error in administration	<ul style="list-style-type: none"> <li>• Notify emergency personnel immediately if reaction is life threatening</li> <li>• Report to parent immediately upon recognizing reaction or error or after notifying emergency personnel</li> </ul>
90-17(11)	Provider's refusal to administer medication	Notify parent before medication needs to be given to child
90-21(1)	Animals permitted at facility	Inform parents of the kinds of animals allowed

Posted Items		
Rule	Posted Item	Requirement
90-6(5)	Child Care License	Post unaltered in visible location
90-6(6)	Parent Guide	Post current version during business hours for parents' review or make it otherwise available to parents.
90-14(2)	Emergency numbers with facility address	Post near each telephone or in clearly visible area
90-16(2)	Meal & snack menus	Post current week's menu for review by parents and CCL
90-18(4)	Daily schedule of activities	Post for preschool and school-age children